

# *DHR Technical HR Training Provided Upon Request*

DHR Unit	Training/Event	Brief Description	Contact Person
<b>DIRECTOR'S OFFICE</b>	Employee Substance Abuse - Federal and State Requirements	Provides specifics on the Federal Department of Transportation (DOT) mandates and the State of Colorado Policy on Employee Substance Abuse. This is an interactive workshop on learning to recognize the early signs and symptoms of potential users of alcohol and other drugs. It also presents tools for supervisors to use in documentation, intervention, referral and follow-up, using the Troubled Employee Wheel, among others.	Contact Pat Romero, 303-866-5383
	Substance Abuse Awareness	An interactive workshop which focuses on learning to recognize the early signs and symptoms of potential users of alcohol and other drugs as well as the best ways to refer potential users to EAP or other resources. This class may be presented to supervisors only in order to provide tools for supervisors to use in documentation, intervention, referral and follow-up, using the Troubled Employee Wheel, among others. Presented in 1 – 3 hours as appropriate for the group.	Contact Pat Romero, 303-866-5383
<b>EMPLOYEE ASSISTANCE PROGRAM</b>	Anger Education: Skills for Reducing Anger and Maximizing Personal Effectiveness	A four-session (6 hrs total) group focusing on the distinction between constructive and problematic anger, the effects of anger on health, career, and relationships, and the development of skills for remaining calm and productive in the face of provocative situations.	<a href="http://www.colorado.gov/dpa/dhr/eap/eap.htm">www.colorado.gov/dpa/dhr/eap/eap.htm</a> or call 303-866-4314 or 1-800-821-8154
	Stress Management: Building Employee and Workgroup Resiliency	Presents information and tactics for recognizing the signs and symptoms of stress and its impact on workplace and personal functioning; strategies for reducing individual and workgroup stress levels; and proactive methods for becoming more resistant to the adverse effects of stress.	<a href="http://www.colorado.gov/dpa/dhr/eap/eap.htm">www.colorado.gov/dpa/dhr/eap/eap.htm</a> or call 303-866-4314 or 1-800-821-8154
	Parenting Class	Learn about parenting styles and childhood through adolescent development stages. Share concerns and receive support from other parents. 1.5-hour class meets four consecutive weeks.	Linda Pounds at 303-866-4299
	Dealing with Difficult People	Identifies those behavior patterns that are most stressful to encounter in the workplace, whether displayed by customers, co-workers, supervisors, or employees. Reviews specific strategies for minimizing the difficulties and stress of dealing with difficult individuals, and for keeping interactions productive, on task and manageable. 2.5 – 4 hours.	<a href="http://www.colorado.gov/dpa/dhr/eap/eap.htm">www.colorado.gov/dpa/dhr/eap/eap.htm</a> or call 303-866-4314 or 1-800-821-8154

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	Conflict Resolution Skills	Provides techniques for identifying, containing and resolving conflicts between individuals and within workgroups, in a manner that supports the dignity of all participants and reduces risk of ongoing or escalating interpersonal tensions that detract from productivity and workplace satisfaction.	<a href="http://www.colorado.gov/dpa/dhr/eap/eap.htm">www.colorado.gov/dpa/dhr/eap/eap.htm</a> or call 303-866-4314 or 1-800-821-8154
	Staying Safe: Identifying & Reducing Workplace Violence Risks-Level 1	Explores specific risk factors for violence in the workplace and risk reduction steps recommended for individuals and workgroups. 1-3.5 hours.	<a href="http://www.colorado.gov/dpa/dhr/eap/eap.htm">www.colorado.gov/dpa/dhr/eap/eap.htm</a> or call 303-866-4314 or 1-800-821-8154
	Staying Safe: Identifying * Reducing Workplace Violence Risks-Level 2	Extends Level 1 training by providing guided practice in risk reduction skills such as proximity, voice and body language de-escalation techniques, and reduction of risks related to work-space layout.	<a href="http://www.colorado.gov/dpa/dhr/eap/eap.htm">www.colorado.gov/dpa/dhr/eap/eap.htm</a> or call 303-866-4314 or 1-800-821-8154
	Sexual Harassment: Keys to Prevention	Review of applicable policies and expectations for the maintenance of a harassment-free workplace, with emphasis on interpersonal skills for promoting respectful interactions and diminishing risk of actual or perceived harassment.	<a href="http://www.colorado.gov/dpa/dhr/eap/eap.htm">www.colorado.gov/dpa/dhr/eap/eap.htm</a> or call 303-866-4314 or 1-800-821-8154
	Workplace Mental Health: Topics for Managers and Supervisors	<ol style="list-style-type: none"> <li>1. ANXIETY AND MOOD DISORDERS: Presents strategies for supervisors and managers to use in maximizing supervision effectiveness when working with employees who experience either or both of these very common, ADA-covered conditions. Provides data on the cost-effectiveness of early recognition and intervention.</li> <li>2. EFFECTIVE COPING WITH WORKPLACE TRAUMA: Provides guidelines for assisting workgroups that have experienced trauma, such as the death of a co-worker or a violent incident. Focus is on teaching managers to recognize, understand, and facilitate the natural recovery process while maintaining a productive workplace. (Note: this is distinct from C-SEAP-led employee group facilitation, which is also available on an as-needed basis.)</li> <li>3. OTHER TOPICS AS REQUESTED</li> </ol>	<a href="http://www.colorado.gov/dpa/dhr/eap/eap.htm">www.colorado.gov/dpa/dhr/eap/eap.htm</a> or call 303-866-4314 or 1-800-821-8154
	Workplace Mental Health for Employees and Workgroups	<ol style="list-style-type: none"> <li>1. ANXIETY AND MOOD DISORDERS: These very common disorders affect tens of millions of Americans every year. This presentation provides basic information on the signs of these disorders, their impact on workplace and personal functioning, the benefits of early interventions, and the resources available to employees with concerns in these areas. This presentation also emphasizes means of supporting the successful recovery of a co-worker who is experiencing signs or symptoms of one of these disorders.</li> </ol>	<a href="http://www.colorado.gov/dpa/dhr/eap/eap.htm">www.colorado.gov/dpa/dhr/eap/eap.htm</a> or call 303-866-4314 or 1-800-821-8154

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RISK MANAGEMENT		2. OTHER TOPICS AS REQUESTED	
	Domestic Violence Comes to Work: Responding to an Under-recognized Threat	Reviews the association of domestic violence with workplace violence and defines steps that individual employees, managers, and workgroups can take to reduce DV-related risks, both within and outside the workplace. Identifies multiple resources within the state system and throughout Colorado for additional learning and for crisis assistance to victimized individuals.	<a href="http://www.colorado.gov/dpa/dhr/eap/eap.htm">www.colorado.gov/dpa/dhr/eap/eap.htm</a> or call 303-866-4314 or 1-800-821-8154
	Seasons and Cycles: Effective Coping with Seasonal Stresses	Workgroups face challenges related to recurring events such as the winter holiday season, the summer vacation season, the beginning and end of fiscal years and others that tax the energy of employees and managers. This workshop, customized for each requesting unit, examines strategies for proactive anticipation and management of these stresses.	<a href="http://www.colorado.gov/dpa/dhr/eap/eap.htm">www.colorado.gov/dpa/dhr/eap/eap.htm</a> or call 303-866-4314 or 1-800-821-8154
	Employee Orientation to Employee Assistance Program	Designed to describe the mission of C-SEAP, confidentiality laws, services offered, and how to access those services. Length of presentations varies as appropriate for the group.	<a href="http://www.colorado.gov/dpa/dhr/eap/eap.htm">www.colorado.gov/dpa/dhr/eap/eap.htm</a> or call 303-866-4314 or 1-800-821-8154
	Supervisor/Manager Orientation to Employee Assistance Program	Designed specifically for supervisors and managers, to detail those situations in which C-SEAP can provide consultation, support, information, referral, or other services directly to the supervisor or to his/her employee(s), and how to initiate a request. Length of presentation varies according to the needs of the group.	<a href="http://www.colorado.gov/dpa/dhr/eap/eap.htm">www.colorado.gov/dpa/dhr/eap/eap.htm</a> or call 303-866-4314 or 1-800-821-8154
	Other groups, workshops, and facilitations, as requested and appropriate	C-SEAP provides broad expertise in matters relating to the “human factor” at work, i.e., strategies for recognizing and successfully confronting personal, emotional, and behavioral patterns that interfere with optimal performance, and methods for optimizing personal and interpersonal functioning on (and beyond) the job. Is there a topic related to individual or group functioning, improved wellness, communication, or self-management that would be helpful to your group? Please ask! We will try to meet the need or suggest who can.	<a href="http://www.colorado.gov/dpa/dhr/eap/eap.htm">www.colorado.gov/dpa/dhr/eap/eap.htm</a> or call 303-866-4314 or 1-800-821-8154
	Violence in the Workplace	Discuss the causes and solutions to the new workplace and safety hazards for managers & supervisors. A 2-hour seminar.	Contact your Loss Control Specialist 303-866-3848
	Personal Security and Protection	Learn some of the important things to do in order to increase your own personal safety—in your office, on the road, in someone else’s office	Contact your Loss Control Specialist 303-866-3848
	OSHA Training Seminar 1 Seminar is 10 hrs; other is 30 hrs.	Introduction to OSHA Standards; Personal Protective Equipment; Walking & Working Surfaces; Electrical; Means of Egress/Fire Protection; Record-keeping; Hazardous Materials; Machine Guarding; Material Handling; Lockout/Tagout; Hazard Communication; and Welding. A 10-hour training session. Online training available on Lockout/Tagout at <a href="http://www.state.co.us/dhr/risk/onlinetrain.htm">www.state.co.us/dhr/risk/onlinetrain.htm</a>	Contact your Loss Control Specialist 303-866-3848

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	Ergonomic - Training the Evaluator	How to perform evaluations of employee work areas.	Contact your Loss Control Specialist 303-866-3848
	Preventing Back Injuries	Online training providing the basics of back injuries and key tips on preventing injuries to your back, neck and shoulders.	Contact your Loss Control Specialist 303-866-3848
	Hearing Protection	Basic requirements in preventing employees from noise exposure and administrative or engineering controls to reduce noise to an acceptable level.	Contact your Loss Control Specialist 303-866-3848
	Worker's Compensation	An overview on the State's Worker's Compensation policy; Worker's Compensation benefits and penalties; and the latest updates to the Worker's Compensation Act. Information on how to file Worker's Compensation Claims.	Contact your Loss Control Specialist 303-866-3848
	Preventing Repetitive Motion Disorders	Information on Carpal Tunnel and other cumulative trauma disorders. What they are and how to fight them. Online training available at <a href="http://www.state.co.us/dhr/risk/onlinetrain.htm">www.state.co.us/dhr/risk/onlinetrain.htm</a>	Contact your Loss Control Specialist 303-866-3848
	Slips, Trips and Falls	How slips, trips and falls happen and how to prevent this number two cause of injuries to state employees.	Contact your Loss Control Specialist 303-866-3848
	Stress Prevention	Information on what stress is, what causes it, how to identify it and how to prevent it. Includes information on Worker's Compensation and alternatives in stress claims.	Contact your Loss Control Specialist 303-866-3848
	Modified Duty	Definitions and concepts of modified duty, why it can help your agency and how to implement a modified duty program.	Contact your Loss Control Specialist 303-866-3848
	ADA and Work Comp	Overview of the ADA employment regulations and terminology, how it relates to Worker's Compensation claims, and how to avoid ADA problems.	Contact your Loss Control Specialist 303-866-3848
	Indoor Air Quality	Definitions and terminology of Indoor Air Quality, identifying IAQ problems and how they are alleviated.	Contact your Loss Control Specialist 303-866-3848
	Bloodborne Pathogens	"Needle stick" and other bloodborne exposure claims, CCIA procedures and OSHA regulations are discussed in this overview presentation.	Contact your Loss Control Specialist 303-866-3848
	Accident Investigation	Why your agency should investigate accidents, how it can be done, and what to do with the results; includes sample investigation form.	Contact your Loss Control Specialist 303-866-3848
	Personal Protective Equipment	Information on hard hats, gloves, glasses, breathing apparatus and other types of personal protective equipment which OSHA requires employers to provide.	Contact your Loss Control Specialist 303-866-3848
	Hand Tool Safety	How to prevent employee injuries caused by hand tools, Includes power and non-power tools, protective equipment and proper use of hand tools.	Contact your Loss Control Specialist, 303-866-3848
	Auto Mechanic Safety	Safety tips for vehicle servicing	Loss Control Specialist, 303-866-3848
	Defensive Driving	A four-hour defensive driving course with certificates provided upon completion. Carts-1.5 hr. additional course	Contact your Loss Control Specialist, 303-866-3848

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WORKFORCE STAFFING CONSULTANTS		for agencies with golf-type carts. Vans-2.5 hr. separate course addressing 15-passenger vans; Defensive Driving course is a prerequisite. All courses can be combined into a full day of training.	
	Hazardous Materials	Overview of OSHA Hazardous Materials “Employee Right to Know” requirements. Includes information on MSDS and the NFPA Labeling System. Hazard Communication regarding what information needs to be communicated to employees is available at <a href="http://www.colorado.gov/dpa/dhr/risk/training.htm">www.colorado.gov/dpa/dhr/risk/training.htm</a>	Contact your Loss Control Specialist 303-866-3848
	Electromagnetic Field	What EMFs are and how to protect yourself from them	Contact your Loss Control Specialist 303-866-3848
	Safety Committee Organization & Responsibilities	Introduction to safety committee operations, how to organize & operate a safety committee; brief description of the responsibilities of a safety committee	Contact your Loss Control Specialist 303-866-3848
	Training/Orientation from a Safety Perspective	How to present successful training, including safety orientation.	Contact your Loss Control Specialist 303-866-3848
	Confined Space	Overview of the OSHA Confined Space Standard, its requirements and how it affects employers and employees.	Contact your Loss Control Specialist 303-866-3848
	Ergonomics for the Employee	Basics of ergonomics for the employee—designed so an employee can receive the greatest benefit from an ergonomics evaluation	Contact your Loss Control Specialist 303-866-3848
	ADS Full Training	Two-day training class covering the full range of functions & options within ADS. Not designed to teach the selection process, only the operation of the automated system and how it supports the process; students are required to successfully complete a performance exam to demonstrate an understanding of how to use the different functions and options in ADS before gaining access into the system. Training is offered the first Tues & Wed of each month at 1375 Sherman Street, Rm. 142, 8:45 a.m.	Contact Dennis Thompson, 303-866-4642
	ADS Data Entry Training	A half-day training class to teach the entry of applications into ADS and adding applicants to a registration number. Offered the third Tues. of the month, 1375 Sherman Street, Rm. 142, 8:45 a.m.	Contact Dennis Thompson, 303-866-4642
	Merit-Based Selection System (Selection Overview)	A general introduction and explanation of the state’s application process, including how to access vacancies, how to read announcements, and what to expect when an application is submitted. This training is recommended for all new HR Professionals.	Joe Czajka, 303-866-4020 <a href="mailto:joe.czajka@state.co.us">joe.czajka@state.co.us</a>
	Selection PCP (Legal & Professional Parameters)	Covers the legal foundation of selection and details the professional guidelines for best practices.	Joe Czajka, 303-866-4020 <a href="mailto:joe.czajka@state.co.us">joe.czajka@state.co.us</a>

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TOTAL COMPENSATION/ SYSTEMS	Selection PCP (Job Analysis)	Provides the theory and how-to of job analysis within the context of selection	Joe Czajka, 303-866-4020 <a href="mailto:joe.czajka@state.co.us">joe.czajka@state.co.us</a>
	Selection PCP (Tests & Testing)	Provides an introduction to test theory and explores a range of selection instruments available for selecting well-qualified employees	Joe Czajka, 303-866-4020 <a href="mailto:joe.czajka@state.co.us">joe.czajka@state.co.us</a>
	Selection PCP (Selection in Action)	Final course in the Selection PCP Series--participants are expected to present examples of their actions to fill positions.	Joe Czajka, 303-866-4020 <a href="mailto:joe.czajka@state.co.us">joe.czajka@state.co.us</a>
	Job Evaluation and Compensation PCP Training	Fundamentals, basic technical concepts, and the practical processes needed to do individual allocations and be an objective job evaluator. Also includes overview of elements of the compensation system, how it is adjusted yearly and how employees move through the pay ranges.	Judi Karg at 303-866-2391
	Basic FMLA Training	Detailed introduction and explanation of the state's FMLA provisions and requirements for compliance. Designed for the agency FMLA coordinator.	Judi Karg at 303-866-2391
	Supervisor/Manager FML Training	General introduction and explanation of the state's FMLA provisions and requirements for compliance. Designed for the supervisor and manager.	Judi Karg at 303-866-2391
	FLSA Training	Covers FLSA regulations which includes overtime and regular hourly rate pay, shift differential, on- call, call- back, compensatory time, fixed vs. flex work schedule, and secondary employment.	Judi Karg at 303-866-2391
	EMPL Training	Covers the EMPL System. Also covers using on-line processing, security, how to perform system inquiries, ordering reports, and update actions (action code entry, error conditions, action code definitions.)	Send email to: <a href="mailto:empl.help@state.co.us">empl.help@state.co.us</a>
	Personal Services Contract Training - Level I	Basic Training on personal services contracts. Topics include how to get started reviewing personal services contracts, requirements for HR professional, an overview of statutes and procedures, flow charts of the personal services review process and the basics for determining an independent contractor. Course is 6 hours.	Judi Karg at 303-866-2391
	Personal Services Contract Training – Level 2	Advanced training focusing on contract requirements. Topics include in-depth review of personal services contracts, including required language, the required elements of a Cost-Comparison and how to complete the form, and an introduction to performance-based contracting and outsourcing. Course is 4.5 hours.	

